

CITY OF CHULA VISTA

SENIOR EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

To manage, direct, and supervise the activities of those involved in the maintenance and repair of gasoline, alternate fuel, and diesel-powered light and heavy equipment and vehicles; to control inventory, procure parts, equipment, and supplies; and to provide responsible technical support to the Fleet Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fleet Manager.

Exercises direct supervision over Equipment Mechanics I/II, Senior Equipment Mechanic, Fire Maintenance Mechanic, and other assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, coordinate, inspect, and supervise, the maintenance and repair of gasoline, alternate fuel, and diesel-powered light and heavy equipment and vehicles.

Coordinate equipment maintenance and repair activities with other divisions and City departments.

Develop and implement programs relative to the preventive maintenance and repair of equipment and vehicles.

Organize, supervise and assign work to subordinates, providing general instruction and technical assistance.

Coordinate and direct the scheduling and completion of maintenance and repair work by determining operational priorities and resolving workload problems.

Train and evaluate employees; propose disciplinary action, and participate in the selection of staff.

Manage the City's preventive maintenance program and schedule vehicles for preventive maintenance.

Inspect equipment and vehicles to assess the extent and cost of needed repair.

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Prepare, estimate, and monitor maintenance and operating costs, and prepare analytical reports regarding operations.

Inspect work and evaluate for conformance to established work standards; ensure that proper work methods are followed.

Plan and schedule division activities.

Establish and maintain a variety of records regarding vehicle and equipment service using the City's Fleet Maintenance System.

Participate in budget preparation and administration; monitor and approve expenditures within budgetary limits.

Recommend changes to the Fleet Manager to increase effectiveness in meeting division objectives.

Authorize and coordinate the purchase of parts, equipment, and supplies.

Generate reports from computer data.

Respond to after-hours problems.

Establish and maintain effective working relationships with other departments.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, tools, equipment, and materials used in repair of diesel, gasoline, and alternate fuel powered equipment.

Work methods, pertinent laws, codes, safety orders, and safe work practices related to equipment operation and maintenance in the repair facility for fleet vehicles.

Computerized vehicle maintenance control systems, automated fuel inventory systems and software such as Faster/CCG, and other computer software including word processing and spreadsheets.

Principles and practices of effective supervision and scheduling work assignments.

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Safe and proper use of various chemicals, power tools, light trucks, and power-driven equipment.

Basic mathematics.

Principles of customer service.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Plan, layout, and assign work to skilled mechanics.

Diagnose defects in and repair a wide variety of light and heavy equipment.

Plan, direct, and coordinate equipment maintenance and repair.

Select, train, and supervise employees.

Maintain records and complete a variety of reports.

Make decisions regarding operational and personnel functions.

Operate programs with allocated amounts.

Respond to emergency situations in an effective manner.

Understand, explain, and apply policies and procedures.

Provide and enforce safety policies and procedures.

Estimate labor and material costs.

Inspect and determine the adequacy of work performed.

Read and interpret repair manuals, wiring diagrams, and schematics.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

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Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of related journey-level mechanic experience, including or supplemented by experience or training in supervision. Knowledge and experience with Faster/CCG preferred.

Training:

Equivalent to the completion of the twelfth grade, supplemented by completion of specialized training in the maintenance and repair of gasoline and diesel-powered light and heavy equipment

License or Certificate

Possession of, or ability to obtain, a valid Class C California driver's license.

WORKING ENVIRONMENT, CONDITIONS, AND PHYSICAL DEMANDS

Frequent walking, standing, sitting, downward flexion of and side-to-side turning of neck; lifting tools weighing up to 25 lbs. and transporting for distances up to 300 feet.

Occasional bending, stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist, lifting objects up to 75 lbs above shoulder level, transporting objects weighing over 75 lbs. with assistance, and operating computer keyboard and handheld power tools.

May be required to work in inclement weather, including sun, cold and rain; wear protective apparel, including goggles, face protectors, noise insulator, apron and shoes; work on an overtime or call-back basis; may be required to work second shift; work around hazardous materials and substances; and work in confined spaces. Exposure to extreme heat, humidity, and noise, mechanical and electrical hazards, fumes, odors, and dust.

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